

PROCTOR'S AGREEMENT
For Written and Practical Skill Certification Testing
Office of the Arizona State Fire Marshal

I acknowledge that I have read and understand the following agreement regarding certification examination proctoring. I agree to abide by the established policies and procedures for the proctoring certification examinations for the Office of the Arizona State Fire Marshal (OSFM), including using the Proctor Guidelines and Instructions provided to me. I understand that if at any time I do not uphold the policies and procedures of the Office of the Arizona Fire Service Certification System, my status as a test proctor for the OSFM will be terminated. I further understand that serving as a test proctor is a privilege, and the OSFM Fire Training Director may revoke or suspend my responsibilities as a test proctor at any time.

I acknowledge that my overall responsibility as a test proctor is to facilitate an equitable and objective testing environment for candidates by:

- Maintaining order of the testing environment, testing materials, candidates;
- Discouraging any activities considered cheating or giving an unfair advantage to any of the testing candidates, and
- Maintaining an objective position with all candidates involved in the certification examination process.

I acknowledge that my specific responsibilities include, but are not limited to:

- Receiving test materials for the Office of the Arizona State Fire Marshal.
- Maintaining the security of all test materials at all times.
- Arriving at the test site at least 15-30 minutes prior to the scheduled beginning of the written examination, or practical skill briefing.
- For written exams: checking that students are seated with enough space to ensure confidentiality.
- Circulating the certification examination roster and ensuring that all candidates sign in.
- Providing instructions and rules regarding the examination.
- Distributing test materials to candidates.
- Providing instructions for completing examination forms.
- Answering questions about the examination instructions.
- Maintaining a testing environment that is free of distractions.
- Monitoring candidates during the examination.
- Removing candidates that are disruptive.
- Collecting all test materials from each participant upon completion of the examination.
- Checking testing forms for completeness.
- Returning all testing materials to the Office of the Arizona State Fire Marshal.

I understand my responsibilities as a proctor and agree to support the policies and procedures to the best of my ability.

Print Name:	
Signature:	Date: